

ORD-0316-69

16 January 1969

MEMORANDUM FOR: Director of Research and Development

THROUGH: Special Panel, CSP

SUBJECT: 25X1A9a Recommendation for Promotion -
GS-4 to GS-5

25X1A9a

1. It is recommended that arrangements go forward to promote [redacted] of the Analysis Division secretarial staff from a GS-4 to GS-5.

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2. [redacted] served as a clerical assistant for security control for the IPRD when she came to Analysis Division in July 1967 at her present grade. For the past year she has assisted on the An/ORD secretarial staff with particular attention to the maintenance of An/ORD administrative files and control procedures. She has been particularly valuable because of the assistance she has given on the experiments on data input and format design using interactive terminals. She is most cooperative at all times. She has made excellent progress in learning and using procedures and in performing her secretarial skills.

3. Because of the increased importance of her responsibilities and because of her excellent performance, we recommend that promotion action go forward as soon as possible to advance [redacted] to a grade level of GS-5.

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[redacted]
Chief, Analysis
ORD/DD/S&T

Distribution:

Orig. & 1 - Addressee

1 - AO/ORD

An/ORD/DD/S&T: [redacted]

1 - Chairman, Special Panel

1 - C/An/ORD

RECOMMEND APPROVAL

HA
Chairman, Special Panel/ORD

25 Feb 69
Date

APPROVAL:

HA
Director of Research and Development

24 Feb 69
Date

-2-

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